



1. Contact Details

General Details

The consent decision is to be mailed to be collected

Site The site to which this application relates is described as:

No. _____ Street: _____ Suburb: _____

Legal Description: _____

Applicant Details

Name: *(please write all names in full)* _____

Postal address: _____

Phone (day): _____ Cellphone: _____ Fax: _____

Email: _____

Agent Details

(if different from above)

Name: _____

Postal address of agent: _____

Phone (day): _____ Cellphone: _____ Fax: _____

Email: _____

Owner Details

(if different from above)

Name: _____

Postal address of owner(s): _____

Phone (day): _____ Cellphone: _____ Fax: _____

Important!

Please tick one of the following for all invoices to go to:

Applicant

Agent

Owner

4. Information Checklist

Customer
Use

2 copies of relevant application information

Resource Consent Deposit

Current Computer Register (certificate of title) for the subject site

(no more than 3 months old). This can be obtained from Land Information New Zealand. Council can also provide it for a fee.

- Including any relevant consent notice(s) registered on the computer register

Assessment of Environmental Effects (AEE) relevant to your application

An AEE is an essential part of the application. If no AEE is provided then Council cannot assess the application. The AEE should discuss all of the actual and potential effects on the environment arising from this proposal. The amount of detail included in the AEE must reflect the nature and scale of the development and its likely effects.

The Fourth Schedule of the Resource Management Act 1991 lists the matters to be covered in an AEE.

A scaled site plan showing the EXISTING situation on the site including:

- Clearly state the name of the architect/draftsman, the date the plans were drawn, address of the property, plan numbers and variation numbers
- Site boundaries
- Key dimensions
- North Point
- Ground contours/levels
- Site area
- Street name and number
- Outline of all existing structures
- Distances to boundaries

Plans showing the PROPOSED development including (where relevant):

- Clearly state the name of the architect/draftsman, the date the plans were drawn, address of the property, plan numbers and variation numbers
- Site boundaries
- Key dimensions
- North point
- Scale of 1:50, 1:100, 1:200 or 1:1000
- Design of earthworks and final levels and contours of the site
- Identify all retaining walls
- Layout and location of proposed structures and buildings or alterations to existing structures and buildings and paved areas
- Floor plans of proposed buildings showing all kitchen facilities
- Calculation of total site coverage
- For non-residential site, the gross floor area of all buildings on the site (for assessing car parking requirements)
- Details of any signage
- All landscape design proposals, site planting and fencing
- Vehicle crossing, parking, loading bay, circulation and manoeuvring
- Easements
- Where there is more than one dwelling on the site, show outdoor living space and external access storage for each dwelling

Elevation Drawings

- Relationship of buildings to the existing ground level and finished ground levels and boundaries, including cross sections.

Office Use

Outline the activity undertaken on the site and how this may change

-
- Number of staff

Written approval from affected parties

- Letter or affected persons approval form dated and signed by the affected parties AND their signatures and date on the plans submitted with this application.
- Letter of support (if required) from New Zealand Transport Agency, PowerCo, etc....

Schedule of proposed work with a timeline (for relocated structures)**Accompanying Information (if required)**

- Engineering
- Landscape
- Traffic
- Urban Design/ Architect

Notes for the Applicant

Incomplete applications will be returned to the applicant. The Council may also request further information under Section 92 of the Resource Management Act 1991, to better understand the potential effects of the proposal.

Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know.

Council may require a registered surveyor to certify contours, natural ground level, building site(s) or structure(s), location of boundaries or any other feature which may affect this proposal.

The required deposit must be paid before processing of any application will start.

- I enclose a deposit fee of \$ _____ for the processing of this application. I/we understand that Council may invoice me for the actual and reasonable cost incurred in the processing of this application. *

Note: A development contribution may be payable as a requirement of proceeding with an approved development for additional household units.

Deposits and additional fees

The above fee is an initial deposit with further charges to be invoiced if there is additional time spent on processing your consent. Initial deposits will be required prior to the processing of consent applications.

Signature of applicant or agent of applicant: _____

Date: _____

* refer to section 36 of the RMA and Council's current schedule of Resource Consent Fees.